

## OFFICE OF THE CITY CLERK

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### Impact Analysis Report

#### ***OVERVIEW***

The City Clerk is responsible for making all official City Council records and documents accessible to the public and conducting elections for Mayor, City Council, and ballot measures. Copies of the City Charter, Municipal Code, supplements to the Code, City Council meeting minutes, official documents, forms, and records are available upon request. City Council meeting agendas and synopses are available on an ongoing basis, by subscription. The Office of the City Clerk also provides duplications of taped materials and performs special research and notary services on a fee basis.

Revenues from Sale of Publications and Document Copying are expected to decrease over time, as more documents and publications become available on the web.

#### ***SUMMARY AND IMPACT OF ADOPTED FEE REVISIONS***

##### Existing Fees

The Office of the City Clerk increased the Special Research/Services Fee from \$30 per hour plus the cost of materials to \$47 per hour plus the cost of materials. This fee increase will bring the Office to 100% cost recovery for this service.

##### New Fees

The Office added a new Candidate Ballot Statement Fee. This fee will allow the City to get reimbursed for the cost of candidate ballot statements that the Santa Clara County Registrar of Voters charges the City. In addition, when the Council adopts a resolution calling for elections, the resolution will include language authorizing the City Clerk to collect those fees. It is anticipated that this fee will generate \$8,000 in 2008-2009.

#### ***NOTIFICATION***

The Proposed Fees and Charges Report was released on May 2, 2008 allowing for a minimum of ten days for public review. Public input on fee proposals was heard by the City Council during public hearings held on Tuesday, May 13, 2008 and Monday, June 16, 2008 at 7:00 p.m. in the City Council Chambers.

# DEPARTMENTAL FEES AND CHARGES

# CITY CLERK

Service	2007-2008 Adopted Fee	2007-2008 % Cost Recovery	2008-2009 Adopted Fee	2008-2009 Estimated Cost	2008-2009 Estimated Revenue		2008-2009 % Cost Recovery	
					Current Fee	Adopted Fee	Current Fee	Adopted Fee
CITY CLERK FEES - CATEGORY I								
1. Candidate Ballot Statements								
1 Candidate Ballot Statement Fee			Cost reimbursement of fee set by Santa Clara County Registrar of Voters					
Sub-total Candidate Ballot Statements				8,000		8,000		100.0%
2. Duplicating Services								
1 Audio Recording	\$6 each		No Change					
2 Materials (if needed)	\$1.50		No Change					
3 Video Recording	\$15 each		No Change					
Sub-total Duplicating Services								
3. Lobbyist Registration								
1 Client Fee	\$60 per client		No Change					
2 Delinquent Registration Fee	5% of unpaid fee per day		No Change					
3 Lobbyist Registration	\$350 per registrant		No Change					
4 Prorated Registration Fee	\$175 per 1/2 year or less		No Change					
5 Quarterly Report Delinquent Fee	\$50 per day		No Change					
Sub-total Lobbyist Registration				28,000	28,000	28,000	100.0%	100.0%
4. Sale of Publications and Document Copying								
1 Agenda Subscriptions - City Council	\$55 per year		No Change					
2 Agenda Subscriptions - Planning Commission	\$20 per year		No Change					

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					Current Fee	Adopted Fee	Current Fee	Adopted Fee
CITY CLERK FEES - CATEGORY I								
4. Sale of Publications and Document Copying								
3 Agenda Subscriptions - Planning Director Hearing	\$22 per year		No Change					
4 Agenda Subscriptions - Redevelopment Agency	\$14 per year		No Change					
5 Capital Budget Book	Actual printing cost		No Change					
6 City Charter	\$5 each copy		No Change					
7 Code Supplements	Actual printing cost		No Change					
8 FAX Copies to Public	\$1 per document		No Change					
9 Mail Copies to Public	Actual cost, minimum \$1		No Change					
10 Municipal Code	Actual printing cost		No Change					
11 Operating Budget Book	Actual printing cost		No Change					
12 Public Documents	\$0.20 each image, \$1.50 per certified copy (Fee revised on 10/16/2007 from the 2007- 2008 adopted fee of \$0.25 each image, \$1 minimum and \$1.50 per certified copy)		No Change					
Sub-total Sale of Publications and Document Copying		100.0%		4,000	4,000	4,000	100.0%	100.0%
5. Special Research/Services								
1 Special Research/Services	\$30 per hour + materials		\$47 per hour + materials					
Sub-total Special Research/Services								
SUB-TOTAL CITY CLERK FEES - CATEGORY I		100.0%		40,000	32,000	40,000	80.0%	100.0%

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Service	2007-2008 Adopted Fee	2007-2008 % Cost Recovery	2008-2009 Adopted Fee	2008-2009 Estimated Cost	2008-2009 Estimated Revenue		2008-2009 % Cost Recovery	
					Current Fee	Adopted Fee	Current Fee	Adopted Fee
CITY CLERK FEES - CATEGORY II								
1. Initiative Petition Filing								
1 Initiative Petition Filing (set by State Law)	\$200 per petition		No Change					
Sub-total Initiative Petition Filing								
2. Notary Public Services								
1 Notary Public Services (set by State law)	\$10 each acknowledgement		No Change					
Sub-total Notary Public Services								
3. Political Reform Act								
1 Document Copying - Old PRA Forms (set by State law)	\$5 + \$0.10 each image		No Change					
2 Document Copying - PRA Forms (set by State law)	\$0.10 each image		No Change					
3 Late Fee for PRA Filings (set by State law)	\$10 per day		No Change					
Sub-total Political Reform Act								
SUB-TOTAL CITY CLERK FEES - CATEGORY II								
TOTAL DEPARTMENT - GENERAL FUND				40,000	32,000	40,000	80.0%	100.0%
TOTAL DEPARTMENT - Category I				40,000	32,000	40,000	80.0%	100.0%
TOTAL DEPARTMENT - Category II								
TOTAL DEPARTMENT				40,000	32,000	40,000	80.0%	100.0%